**Training Manager**

The Oklahoma Small Business Development Center at Southeastern Oklahoma State University invites applications for the position of Training Manager. The successful candidate will work under the direct supervisor of the State Director.

The Oklahoma Small Business Development Center Network (OKSBDC) offers a variety of educational programs to assist new entrepreneurs with business start-up challenges and existing business owners with assistance in expanding their businesses. OKSBDC training programs complement the business advising efforts of the organization resulting in increased successful business starts, increased business growth in sales and employment and in a stronger Oklahoma economy.

*This is a key statewide position* ***located at the Lead SBDC office*** *on the Durant Campus of Southeastern Oklahoma State University. The incumbent will lead efforts to significantly increase client training efforts of the organization.* The incumbent will develop, market, coordinate, administer and insure successful delivery a variety of business management seminars, workshops and programs. The incumbent will also take a lead role in the development of OKSBDC professionals in training delivery skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Develop, coordinate and deliver the business management workshops and seminars including the development of content, technology and marketing. Coordinate statewide SBDC *client* training opportunities with a focus upon best practices. Lead efforts in the portability of successful programs to SBDC service centers. Advance client training efforts to the highest level possible on a statewide basis. Develop programs to respond to the diverse needs of customers.  Assess organizational training needs and establish a plan to meet customer expectations.  45%
* Market and promote training programs, services and products. Develop promotional plans that define target markets and milestones. Deliver presentations at meetings and conferences. Provide supportive workshops when appropriate. Collaborate with SBDC staff to develop and update promotional materials for target markets. Introduce online educational products. 45%
* Additional: 10%
  + Develop and maintain relationships with training vendors.
  + Review vendor educational programs. Identify funding opportunities for entrepreneurial education.
  + Prepare reports upon request.
  + Other related duties as assigned.

**ADDITIONAL PERFORMANCE RESPONSIBILITIES (FUNCTIONS, DUTIES)**

1. **Attendance and Dependability:** The employee can be depended upon to report to the assigned duty station at the scheduled time. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. **Communication and Contact:** The employee communicates effectively and professionally both verbally and in writing with superiors, colleagues, and individuals inside and outside of the University.
3. **Relationships with Others:** The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the University. The employee exhibits a professional manner in dealing with others and works to maintain constructive working environment.
4. **Safety:** Employee works safely, attends safety training offered/required, and follows appropriate safety rules and regulations. In relation to level of NIMs training completed, participates in incident management preparation and performs incident duties as assigned.

**MINIMUM EDUCATION, TRAINING, AND EXPERINCE**

**REQUIRED**:

* Associate degree in a business related field with at least three years of related business management training experience in a business assistance program.
* Five years of experience developing business management curriculum, delivering professional training to entrepreneurs, conducting train-the-trainer workshops, providing mentoring for business consultants, developing needs assessments and conducting evaluations of training efforts.
* Five or more years of professional experience marketing services to the business community
* Experience and demonstrated ability to develop content for online educational efforts
* Experience working effectively in a team environment
* Ability to work productively and/or manage multiple projects and to respond quickly to rapidly changing priorities
* Willingness to continue to develop professional skills and to participate in job-enhancing professional development programs
* Some evening and weekend work may be required
* Ability to lift 40 pounds
* Excellent communication skills, including oral, written, and/or nonverbal
* Proficiency with a variety of computer applications and software including Word, Excel and PowerPoint
* Ability to maintain confidentiality of sensitive client information
* Knowledge of commercial lending
* Valid driver’s license

**PREFERRED**:

* Bachelor degree in Business Administration
* Five or more years of experience as training official in an organization
* Ten or more years in professional sales and marketing

Employment is contingent upon the results of a national criminal and sex offender background check. Review of applications begins immediately and the position will remain open until filled. Candidates must be eligible to work in the United States. To apply send a completed application, resume, and unofficial transcripts to:

Human Resources, Administration Building 309

Southeastern Oklahoma State University

425 W. University Blvd.

Durant, OK 74701

Or email to jmoore@se.edu

SE is an AA/EEO employer committed to multicultural diversity.

SE participates in E-Verify.

[www.se.edu](http://www.se.edu)

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